

The Superintendent/President serves as the chief administrative officer of the District, acts as the executive officer for the Board of Trustees, and serves as Secretary to the Board. He/she may delegate any duties and powers entrusted to him/her by the Board, including the administration of the instructional, student services, and business functions; but the Superintendent/President shall be responsible to the Board of Trustees for the execution of all delegated powers and duties.

I. OVERALL FUNCTIONS WITH BOARD OF TRUSTEES

The Superintendent/President shall:

- A. Act on behalf of the Board of Trustees in an emergency for the protection of life, health, and the safety of individuals or the protection of property.
- B. Attend all Board meetings and prepare recommendations on all matters including the following:
  - 1. Budget and fiscal affairs
  - 2. Policies
  - 3. Personnel matters
  - 4. Salary schedules - Classified/Certificated
  - 5. Educational programs
  - 6. Facility and campus development
  - 7. Annual calendar
  - 8. Curriculum
  - 9. Inter-district agreements
- C. Work with staff and the President of the Board in preparing Board agendas: final preparation of the agenda and back-up material is the responsibility of the Superintendent/President.
- D. Make policy recommendations to the Board of Trustees concerning all matters that affect the District, making sure policy formation procedures are followed. In all policy matters, acts as the professional advisor of the Board of Trustees.
- E. Execute decisions of the Board in all cases where the Board has acted; in making decisions she/he shall conform to policies established by the Board.
- F. Decide all matters of detail purely ministerial and administrative that may arise, concerning which no special provision is made in district policies, rules, or regulations.

- G. Make periodic reports to the Board of Trustees on academic and fiscal affairs and special reports whenever requested by the Board.
- H. Keep the Board of Trustees fully informed by regular correspondence and/or personal contact.

## II. PERSONNEL FUNCTIONS:

The Superintendent/President shall:

- A. Recommend the organizational structure for the District, the staffing complement, the classification of positions, and the compensation for each position. Is responsible for implementing Board Personnel decisions.
- B. Nominate for employment by the Board of Trustees all candidates for employment. Recommend terminations. Accept voluntary resignations on behalf of the Board. Within the limits of the budget, employ temporary personnel and report these to the Board for information or hiring.
- C. Assign all staff to specific positions and for recommended reassignments. Is responsible for the overall supervision of their work according to District policies and practices and state and federal regulations.
- D. Is responsible for the selection of qualified personnel to fill District positions.
- E. Accept written resignations/retirement notices from any employee of the District and to fix the time when the resignation/retirement takes effect, which shall be no later than the close of the academic year during which the resignation/retirement has been received by the Superintendent/President.

## III. PLANNING FUNCTIONS:

The Superintendent/President shall:

- A. Supervise long-range planning in curriculum, physical facility planning, district finances and be responsible for seeing that these are put into effect after appropriate Board action.
- B. Coordinate the preparation of goals and objectives for all administrative offices and prepare the goals and objectives for the Office of the Superintendent/President.
- C. See that facility and curriculum long-range plans required by the Board of Governors and the California Postsecondary Education Commission are prepared and submitted on time.

## IV. LIAISON FUNCTION:

The Superintendent/President shall:

- A. Have the primary responsibility for establishing and maintaining effective district and campus relationship with community, state, and federal agencies. He/she serves as the principle spokesperson for the District and represents the College and the District at community, state, and federal functions.
- B. Maintain liaison with the following:
  - 1. Legislators representing the District in Sacramento and Washington, D.C.
  - 2. The Chancellor and the Board of Governors

3. District Superintendents of elementary and secondary districts in the District.
  4. Neighboring institutions of higher education.
  5. Key public groups, boards, councils, and service clubs.
  6. The Office of the County Superintendent of Schools.
- C. Keep informed on current legislation which affects community colleges and keep the staff and Board members advised on legislative matters.

V. GENERAL RESPONSIBILITIES:

The Superintendent/President shall be responsible for:

- A. Making periodic inspection of facilities and grounds and making recommendations on these to the Board.
- B. The composition of the District budget.
- C. All District reports to county, state and federal agencies.
- D. The evaluation of District personnel.
- E. The preparation of the Annual Report of the District.
- F. Serving as the final campus person to mediate or resolve grievances among students, staff and district residents.
- G. Maintaining a file of current Board policies and Administrative Regulations and Procedures, and seeing that these are updated and kept in conformity with appropriate codes and regulations.
- H. Seeing that appropriate manuals, guides, and other publications are prepared and disseminated for staff use.
- I. Serving as Chairperson for the Superintendent/President's Cabinet.

The Superintendent/President reports to the Board of Trustees. In addition to the above functions, he performs any other duties assigned or delegated by the Board of Trustees.